



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING DIGITAL SERVICES
FEE SCHEDULE (FY 2021)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

Standard Capture (NIGP CODE)		Imaging up to 8.5x14	
1. B & W 200 DPI (920-30-01)	Per Image	\$	0.030
2. B & W 300 DPI (920-30-02)	Per Image	\$	0.032
3. B & W 400 DPI (920-30-03)	Per Image	\$	0.035
4. B & W 600 DPI (920-30-04)	Per Image	\$	0.040
5. Color 300 DPI (920-30-05)	Per Image	\$	0.040
6. Color 400 DPI (920-30-06)	Per Image	\$	0.045
7. Color 600 DPI (920-30-07)	Per Image	\$	0.050
Large Format Image Capture		Imaging up to 48 inches wide	
8. 200 DPI (920-30-08)	Per Image	\$	0.900
9. 300-600 DPI (920-30-09)	Per Image	\$	1.000
Transparency Media Capture		Not Available	
Image Processing		OCR/Searchable PDF	
10. 200 DPI (920-30-10)	Per Image	\$	0.030
11. 300 DPI (920-30-11)	Per Image	\$	0.030
12. 400 DPI (920-30-12)	Per Image	\$	0.030
13. 600 DPI (920-30-13)	Per Image	\$	0.040
Microform Conversion			
14. Microfilm to Digital (920-30-14)	Per Image	\$	0.10
15. Microfiche to Digital (920-30-15)	Per Image	\$	0.12
Index Field - Type 1		Automated Process	Per Document
16. 15 Characters (958-82-18)	Per Field	\$	0.030
17. 16-30 Characters (958-82-19)	Per Field	\$	0.030
18. 31-45 Characters (958-82-20)	Per Field	\$	0.030
19. 46-225 Characters (958-82-21)	Per Field	\$	0.030
Index Field 2 - Type 2		Manual capture within doc	
20. 15 Characters (958-82-22)	Per Field	\$	0.045
21. 16-30 Characters (958-82-23)	Per Field	\$	0.055
22. 31-45 Characters (958-82-24)	Per Field	\$	0.075
23. 46-100 Characters (958-82-25)	Per Field	\$	0.110
24. 101-255 Characters (958-82-26)	Per Field	\$	0.160
Special Document Handling			
25. Storage in Climate-Controlled Center While Imaging (962-95-10)	Per Day	No Charge	
Capture From Special Formats			
26. Photographic Prints (920-30-16)	Per Image	Contact Imaging	
27. Photographic Negatives (920-30-17)	Per Image	Not Available	
28. Newspaper (920-30-18)	Per Image	Contact Imaging	



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29. X-Rays (920-30-19)	Per Image	Not Available
30. Manuscripts (920-30-20)	Per Image	Contact Imaging
31. Drawings (920-30-21)	Per Image	Contact Imaging
32. Bound Books (920-30-22)	Per Image	Contact Imaging
Enhancing Images		
33. Simple Enhancements (920-30-23)	Per Image	\$ 0.020
34. Major Enhancements (920-30-24)	Per Image	\$ 0.040
Delivery Media By Storage Type		
35. USB/Portable Hard Drive (Kept by customer) (920-34-01)	Per Drive	At Cost
36. USB/Portable Hard Drive (Returned at end of project) (920-34-01)	Per Drive	No Charge
37. Media By Data Exchange (920-34-01)	Per Gigabyte	No Charge
38. Imaging Repository Hosting/Repository Maintenance (920-34-01)		Not Available
Personnel		
39. Document Preparation (958-82-13)	Per Hour	\$ 40.000
40. Re-Preparation Services (958-52-18)	Per Hour	\$ 40.000
41. Project Manager/Project Planning (958-82-19)		No Charge
Transportation		
42. Pickup/Delivery (958-82-06)	Inside Austin City Limits	Per Trip \$ 11.000
43. Pickup/Delivery (958-82-09)	Outside Austin City Limits	Per Mile \$ 1.250
44. Postage and Handling (915-58-01)	Per Shipment	At Cost
Destruction		
45. Paper (958-82-02)	Per Box	\$ 2.750
46. Microforms (958-82-02)	Per Reel/Set of Fiche	\$ 2.750



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Other Services		
47. Special Projects (920-30-25)	Per Project	Contact Imaging
48. Minimum Order (920-30-26)	Per Project	\$150.000
49. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) (958-82-10) <i>Note; circulation and research fees also applied for pull and refile (See Records Storage Services Fee Schedule Items 15 and 26).</i>	Per Page/Per Frame	\$0.20
Location of Scanning - At SRC only		
Storage /Circulation of Source Material after Imaging		See Storage Fee



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The Imaging Services Unit of the State Records Center offers digital imaging services to state agencies and local governments.

1-7. Standard Capture: These are rates related to rotary scanned images at various grades of DPI. If the documents can be fed through a rotary scanner, these rates apply.

8-9. Large Format Image Capture: This rate applies for documents that cannot be fed through a rotary scanner. Examples may include oversized (greater than 8.5x14) maps or building plans and fragile or damaged documents that may not pass through the rotary scanner without incurring damage.

10-13. Image Processing (OCR/Searchable PDF): This rate applies when the produced images must be made searchable, through Optical Character Recognition (OCR). This technology is not exact and should not be relied on for full searching of the text.

14. Microfilm Conversion: For the conversion of microfilm from either 16 or 35mm reel film to a digital format.

15. Microfiche Conversion: For the conversion of Microfiche (Sheet film) to a digital format.

16-19. Automated Index Fields: Indexes (titles) autogenerated by the system or scanner (No data entry required).

20. Manual Index Field, up to 15 Characters: No more than 15 characters data entered by TSLAC's Imaging staff per field.

21. Manual Index Field, 16-30 Characters: Between 16 and 30 characters per field, data entered by TSLAC's Imaging staff.

22. Manual Index Field, 31-45 Characters: Between 31 and 45 characters per field, data entered by TSLAC's Imaging staff.

23. Manual Index Field, 46-100 Characters: Between 46 and 100 characters per field, data entered by TSLAC's Imaging staff.

24. Manual Index Field, 101-255 Characters: From 101 and the maximum allowable character count of 255 per field, data entered by TSLAC's Imaging staff.

25. Storage in Climate-Controlled Center While Imaging: For projects originally created as imaging production projects and not for storage in the State Records Center. While media is with TSLAC waiting to be imaged, there is no charge for the storage of the material. Delivery/Pickup charges still apply, see items 42-44.

26-32. Capture from Special Formats: For physical media that is not on standard paper stock or paper that is larger than 48 inches wide, please contact the TSLAC Imaging Unit to discuss your needs to determine if TSLAC can assist you. Items listed in the section are examples of the most common requests received to image and is not intended to represent the only types of media TSLAC will consider. Please contact Imaging Services for additional information.

33. Image Enhancement, Simple Enhancements: This rate includes alterations made to an image by an imaging operator to adjust: Bit Depth, Resolution, Tonal Dynamic Range, Contrast and Color Space. It is also applied for re-centering, skewing, adjusting borders and any image or document editing done after the image is created. Simple Enhancements are when three or less of the various techniques are required and can be done in a single pass of the document to create the final image.

34. Image Enhancement, Major Enhancement: This rate includes alterations made to an image by an imaging operator to adjust: Bit Depth, Resolution, Tonal Dynamic Range, Contrast and Color Space. It is also applied for re-centering, skewing, adjusting borders and any image or document editing done after the image is created. Major Enhancements are when three or more techniques are applied or multiple passes of three or less techniques are required to create the final image.



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- 35. USB/Hard Drive:** The imaging supervisor will bill the customer for the USB/Hard Drive purchased by TSLAC, assuming the drive(s) is not going to be returned to the State Records Center.
- 36. USB/Hard Drive:** Media is exchanged via a removable drive(s), but the drive(s) is returned to the SRC.
- 37. Media By Data Exchange –** The State Records Center has an application for secure, electronic transmission of large files to or from agency customers. The application does not require customers purchase software to access their material. Or if the customer prefers to use their own secure FTP site that can be arranged. Data exchange method should be established during setup of the project.
- 38. Imaging Repository Hosting/Repository Maintenance:** All images will be returned to the agency prior to being deleted from TSLAC's servers.
- 39. Document Preparation:** Document preparation involves repairing and arranging documents in the proper order, purging documents not requiring filming, removing fasteners, stamping/coding, inserting targets, etc. Charges calculated in 15-minute increments with a minimum charge of \$10.00
- 40. Re-preparation Services:** Returning documents to their original state – i.e. re-stapling, clipping and/or binding, re-folding – of the documents to return them to their pre-imaged condition.
- 41. Project Manager/Project Planning –** No additional charges are assessed for reviewing details of imaging project with the customer, working with the customer to develop and finalize their Statement of Work for the project. Creating price quotes, time estimates and other general project formalization from the contracting phase through the final delivery of images.
- 42. Regular Deliveries/Pickups (in City of Austin):** Records requested will be delivered typically within one business day or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).
- 43. Delivery Mileage Charge (outside City of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.
- 44. Postage and Handling:** Actual charges will be added for postage and handling to return Source documents and reels to the customer. Customer can request special services such as Delivery Confirmation.
- 45. Paper Disposition –** Mark for disposition, verify vs. manifest, add to pallets, wrap and weigh pallets and send to state shred vendor.
- 46. Microform Disposition -** Mark for disposition, verify vs. manifest, add to secure shred bins, wrap and weight bins and send to state shred vendor.
- 47. Special Projects:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services might include damaged/delicate record digitization, large scale indexing initiatives, and/or scanning stored records on demand.
- 48. Minimum Order of Digital Imaging Services:** of \$150.00 will be charged at the end of each month for any customer that has a total film service cost of less than that amount.
- 49. Scan on Demand:** Applies to a per page or per frame of microforms fee for the State Records Center to scan a document and digitally transmit that document to the customer via email. NOTE: Circulation and research charges also apply to the scan on demand service. (See Records Storage Services fee schedule Items 15 and 26).



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Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

Agency: A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

Customer: Includes state agencies and units of local government.

Local Government: A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.

Index: An index is a list of data, such as group of files or database entries. It is typically saved in a plain text format that can be quickly scanned by a search algorithm.